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Bold text is mandated in the Regulations.

MEMORANDUM

FROM: Jennie McLamb, Training Specialist

RE: Changes in the Regulations

The anticipated effective date of the new regulations is October 8th, 2003. There will be substantial changes, particularly with regards to the compulsory minimum entry-level training standards.

Training schools will be required to submit new lesson plans/topical outlines reflecting the increases in training requirements and any changes in content.

If you have submitted session notifications for the entire year, you may need to alter your training schedule to comply with the increase in training hours. This will mean submitting new session notifications as well.

To help you prepare for these changes, I have provided topical outlines and performance objectives. These are suggestions only unless otherwise stated and are provided to give you some guidance in updating your own lesson plans.

You should refer to the PSSS Proposed Regulations Submitted for Final Approval. Information that is underlined reflects the new changes. Please pay particular attention to the increase in hours.

Updated lesson plans/outlines should be mailed to the Licensing Coordinator, Lisa McGee or to me.

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TOPICAL OUTLINES

AND

PERFORMANCE OBJECTIVES

FOR

PRIVATE SECURITY SERVICES

The material presented on the following pages is offered solely as content suggestions for each required topic.

The sections in bold are the topics mandated in the Regulations Relating to Private Security Services (expected effective date October 8, 2003). The subsections below each bolded heading are only *recommended, not compulsory* topics that may assist you in the preparation of your lesson plans for each category of entry-level training.

The items listed in the Performance Objectives section for each registration category are only *suggested* performance objectives that may assist you in the preparation of your lesson plans and testing materials.

IMPORTANT: Please note the addition of a new class **(05E) Armed Security Officer Arrest Authority**. This course is *required* for armed security officers only. Session notifications and rosters must be submitted separately from security officer core subjects (01E). Armed security officers are also required to complete security officer core subjects (01E).

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SECURITY OFFICER CORE SUBJECTS (01E)
18 hours

This course is required for unarmed & armed security officers, alarm respondents, and security canine handlers.

I. Orientation - 2 hours

A. Virginia Law and Regulations

1. Regulations 6 VAC 20-171
2. Code of Virginia § 9.1-138 through § 9.1-150.4
3. Definitions
4. Licensed Private Security Services Businesses
5. Registration Categories and Procedures
6. Duties and Responsibilities of Private Security Personnel
7. Training Requirements
8. Violations and Sanctions

B. Code of Ethics

1. Ethical Standards
2. Professional Conduct

C. General Duties and Responsibilities

1. Role of the Security Officer
2. Security Functions
 - a) Patrol
 - b) Controlling Access
 - c) Crime Prevention
 - d) Protection of Property and Persons

D. History of Private Security

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II. Law - 4 hours

- A. Fundamentals of Law
 - 1. United States Constitution – Bill of Rights
 - 2. Virginia Court System
 - 3. Federal Court System
 - 4. Standard of proof for criminal vs. civil trials
- B. Criminal
 - 1. Probable Cause
 - 2. Classification of Crimes
 - 3. Due Process of Law
- C. Civil
 - 1. Liability
- D. Courtroom testimony
- E. Harassment and discrimination

III. Security patrol, Access Control and Communications - 2 hours

A. Access Control

- 1. People
 - a. Assist legitimate visitors
 - b. Authenticate employee ID
 - c. Issue ID cards to visitors
 - d. Screen people or materials
 - e. Direct the movement of people.
 - f. Direct persons who cause a disturbance to leave property.
 - g. Conduct escorts as required.
 - h. Obtain clearance for a visitor from designated authority
 - i. Understand categories of access control.
 - j. Challenge individuals approaching restricted areas.
- 2. Property

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- a. Assure that the movement of property is conducted within policy.
 - b. Check all outgoing material for misappropriation or theft.
 - c. Ensure and maintain security documents related to property movement.
 - d. Maintain visual check of material entering and exiting facility.
 - e. Control property as required.
3. Vehicles
- a. Control movement.
 - b. Collect and issue documents required for vehicle movement.
 - c. Examine vehicle contents as required.
4. Understand perimeter security.
- a. External
 - 1) access gates
 - 2) fences and barriers
 - 3) inspect perimeter structures for damage and/or forced entry
 - 4) alarms
 - 5) lock and key/card system
 - 6) monitor entrance and exit
 - 7) CCTV systems
 - 8) types of security lighting
 - b. Internal
 - 1) Control room operations
 - 2) alarms
 - 3) lock and key/card system
 - 4) remote access devices
 - 5) types of security lighting

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B. Security Patrol

1. Patrol preparation
 - a. Varying time and route
 - b. Appropriate equipment and protective gear
 - c. Collect and test appropriate patrol equipment
 - d. Define patrol type and details
 - e. Review special instructions and previous shift's patrol reports
2. Foot and/or vehicle patrol
 - a. Inspect building and grounds for
 - 1) unauthorized persons
 - 2) unsafe conditions
 - 3) blocked entry and exit
 - 4) hazards
 - 5) mechanical problems
 - 6) security violations
 - 7) unlocked doors
 - 8) suspicious activity
 - b. assist employees
 - c. patrol perimeters
 - d. protect against fire, theft, vandalism, intrusion, and safety hazards
3. Defensive & control procedures
 - a. Methods of Defense Control
 - b. Evaluate Risk
 - c. Alternatives to Confrontation
 - d. Defensive Techniques

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C. Communications

1. Telephone etiquette
 - a. communicate effectively and calmly
 - b. handle multiple calls effectively and politely
 - c. minimize interruptions when speaking on the phone
 - d. receive and handle abusive phone calls effectively
 - e. take accurate phone messages
 - f. handle unusual phone requests
 - g. understand what caller wants
 - h. maintain security of client information
2. Radio communication
 - a. check radio equipment
 - b. use proper radio techniques
 - c. maintain security of client information
3. Other
 - a. Verbal Communication
 - b. Body Language
 - c. Written Communications
 - d. Other methods of nonverbal communication

IV. Documentation - 4 hours

- A. Report writing
 1. Fundamentals
 - a. Adhere to the basics (who, what, when, where, why, how, and action taken).
 - b. Note usual AND unusual occurrences
 - c. Use professional language

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- d. Submit reports for review
- e. Write clear, complete, and concise statements
- f. Avoid opinion, judgement, and biases

2. Types

- a. Daily report
- b. Incident report
- c. Statements
- d. Miscellaneous logs
 - 1) Tickets
 - 2) Visitor logs
 - 3) Electronic

B. Other Methods of Documentation

- 1. Video surveillance
- 2. Audio Recording
- 3. Interviews
- 4. Photographs, Sketches, Diagrams, etc.
- 5. Other

V. Emergency Procedures - 4 hours

- A. Secure and Protect Incident Scene
- B. General Emergency Principals
 - 1. Ensure continuity of operations
 - 2. Establish/reinforce chain of command
 - 3. General crisis procedures
- C. Responses to Types of Emergencies
 - 1. Fires

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2. Medical Emergencies
3. Hazardous Materials
4. Bombs and Incendiary Devices
5. Natural Disasters
6. Elevator Emergencies
7. Power Failures
8. Violence in the Workplace

VI. Confrontation Management - 2 hours

- A. Security Officer Actions
 1. Use of self-defense
 2. Legal and financial risks of exceeding authority
 3. De-escalation techniques
 4. Probable cause
 5. Search and seizure
 6. Use of force continuum
- B. Methods of Defense Control
- C. Risk Assessment
- D. Alternatives to Confrontation
- E. Defensive Techniques

V. Written Examination

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SECURITY OFFICER CORE SUBJECTS (01E)
PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises, in accordance with the instruction provided:

1. Section 9.1-141 as the cite from the Code of Virginia which empowers the Criminal Justice Services Board to regulate Private Security Services Businesses;
2. That § 9.1-143 provides authority to the Private Security Services Advisory Board to advise the Criminal Justice Services Board on issues relating to Regulations of Private Security Services Businesses;
3. The correct definitions of Armed Security Officer and Unarmed Security Officer;
4. That “persons” are forbidden from engaging in private security services business unless they possess a business license;
5. The definition of “Security Officer” contained in § 9.1-138. It does not include the protection of public safety and welfare as a duty of the Security Officer;
6. Individuals applying to the department for registration must submit two completed fingerprint cards with their application;
7. That a security officer/courier may only perform security duties while employed by a licensed private security services business; (9.1-139)
8. That a registrant may not carry a firearm on duty without possessing a valid firearms endorsement;
9. That a registrant may not carry a firearm concealed while on duty unless he possesses a valid registration with firearms endorsement, a concealed weapon permit and permission of the business employing the registrant;
10. That a registered person must display his registration on demand to a law enforcement officer, department personnel or client;
11. That wearing a security company uniform or display of a badge while off-duty is established per company policy;
12. That an unarmed officer may be employed by a private security services business for up to 90 days while completing mandated training;
13. That an unarmed security officer may never carry a firearm while on duty;
14. That if wearing a military or law enforcement style uniform on duty, the uniform must have at least one insignia clearly identifying the name of the licensed firm employing the officer;

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15. That all security officers must complete in-service training every two years;
16. That an Armed Security Officer must attend firearms retraining and requalification once each year;
17. That the department may impose sanctions against any “person” in violation of the laws or regulations governing private security services businesses or personnel in the Commonwealth of Virginia;
18. “Minimum force” as the amount of force that should be used to control a confrontation;
19. “Time to respond” and “evaluation of the situation” as the two key elements in determining what level of force to use to control a situation;
20. That “control of behavior” is the proper goal in using verbal alternatives to confrontation;
21. The correct definition of a chemical “agent”;
22. Colors used in the NFPA 704 system with their associated category of threat;
23. The “special hazard” area of the NFPA 704 sign contains characters to identify the type of threat found in a facility;
24. “Company policy” as the factor which will determine if a security officer is allowed to carry chemical aerosols on duty;
25. “Law, Act or Omission and Intent” as the three elements of the formula which constitute a crime;
26. Section 18.2 of the Code of Virginia as the criminal code of Virginia;
27. That Section 18.2-8 defines a crime which is “punishable by death or confinement in the penitentiary” as a felony;
28. The proper visual designations for the four classifications of fires;
29. Each stage in the development of a fire with its characteristics;
30. The proper steps in the use of a fire extinguisher as described by the acronym PASS;
31. The four motivations of groups or individuals who use bombs;
32. The correct minimum distance to evacuate personnel from a building suspected of containing a bomb as 300-400 feet;
33. “Recording the telephone bomb threat exactly as given” as a critical part of documentation of a telephone threat;

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- 34. The three levels of law in the United States as Federal Law, State Law and Local Ordinance;
- 35. Understand internal and external perimeter security;
- 36. Understand categories of access control—people, property, vehicles—and procedures/policies for each;
- 37. Know the procedures/policies for authenticating and verifying employee and visitor ID.
- 38. How to prepare for foot and/or vehicle patrol.
- 39. How to conduct foot and/or vehicle patrol.
- 40. How to respond to various types of emergencies.
- 41. Civil and criminal liability.
- 42. Understand how exceeding their authority may incur legal and/or financial penalties.

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ARMED SECURITY OFFICER ARREST AUTHORITY (05E)
8 hours

*This course is required for **armed** security officer only.*

I. Arrest Powers

A. Legal Authority

1. Virginia Court System
2. Due Process of Law
3. Civil Liability
 4. Probable Cause
 - a. Legal Procedure
 - b. Documentation
 5. Classification of Criminal Offenses
 - a. Felonies
 - b. Misdemeanors

B. Arrest Authority

1. **Code of Virginia, § 9.1-146**
2. Limitations on the Power of Arrest
3. Constitutional Protection

II. Policies

A. Alternatives to Confrontation

B. Minimum Use of Force

III. Procedures

- A. Decision-Making
- B. Arrest Procedures
- C. Search and Seizure
- D. Courtroom Testimony
- E. Defensive Techniques and Procedures
 1. Handcuffing
 2. Searching
 3. Other Equipment and Devices

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ARMED SECURITY OFFICER ARREST AUTHORITY (05E)
PERFORMANCE OBJECTIVES

1. The four elements comprising the formula for an arrest;
2. The cite from the Code of Virginia which empowers, registered armed security officers to effect an arrest;
3. The most common arrest policy for security officers in corporate America;
4. The definition of “contraband”;
5. “Contraband” and “weapons” as the two objects which are appropriate items for a security officer to search for, and seize;
6. The definition of a plain-view search;
7. That a person detained or arrested under Section 18.2 may not be held longer than one hour;
8. “Minimum force” as the amount of force that should be used to control a confrontation;
9. “Time to respond” and “evaluation of the situation” as the two key elements in determining what level of force to use to control a situation;
10. That “control of behavior” is the proper goal in using verbal alternatives to confrontation;
11. The three levels of law in the United States as Federal Law, State Law and Local Ordinance;
12. That the 4th Amendment to the Constitution protects citizens from unreasonable search and seizure;
13. That the 5th Amendment to the Constitution protects a citizen from self-incrimination;
14. The definition of the term “probable cause”;
15. The definition of the term “exclusionary rule”;
16. The definition of the term “larceny”;
17. That the value of the property taken and from whom the property is taken separates Petit Larceny from Grand Larceny;
18. Section 18.2-103 as the cite from the Code of Virginia which deals with the crime of “Concealment”;
19. Section 9.1-146 as the cite from the Code of Virginia which provides limited powers to a registered, armed security officer to effect an arrest;

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ARMORED CAR PERSONNEL (03E)
TOPICAL OUTLINE
12 hours

- I. Administration and armored car orientation -- 1 hour**
 - A. Introduction
 - B. Physical and Mental Requirements
 - C. Role of Armored Car Personnel
 - D. Ethics and Conduct
 - E. History
 - F. Federal Law – Public Law 103-55
- II. Applicable sections of the Code of Virginia and DCJS regulations -- 1 hour**
 - A. Code of Virginia – Sections 9.1-138 through 9.1-150**
 - B. Virginia Regulations Relating to Private Security Services**
 - 1. Private Security Services Businesses
 - 2. Training Requirements
 - 3. Registration Procedures
 - 4. Duties and Responsibilities
 - 5. Prohibited Acts
 - 6. Sanctions
- III. Armored car procedures -- 10 hours**
 - A. Armored Car Crew
 - 1. Operations
 - 2. Supervision
 - B. US Department of Transportation Requirements
 - 1. Federal Motor Carrier Safety Regulations
 - 2. Motor Vehicle Report

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3. DOT Written Examination

4. Road Test

C. Safety Issues

1. Communications Procedures
2. Awareness and Alertness
3. Emergency and Threat Situations
4. Suspicious Persons and Actions
5. Show of Force
6. Officer Safety
7. Basic Self Defense
8. Current Concerns

D. Security

1. Terminal and Vault Security
2. Hold-Up or Hijacking
3. Entering and Exiting
4. Review of Incidents

E. General Operating Procedures

1. Preparation for Duty
2. Forms and Reports
3. Schedules and Routes
4. Vault Procedures
5. Loading Procedures
6. Close of Duty

F. Vehicle Procedures

1. Safe Driving Practices

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2. Defensive Driving
3. Positioning of the Armored Vehicle
4. Entering / Exiting and Stops
5. Driver Training
6. Accidents

IV. Written examination

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ARMORED CAR PERSONNEL (03E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will indicate the following on a written examination, or demonstrate during practical exercises, in accordance with the instruction provided:

1. The segments of the private security industry in Virginia;
2. The skills required to perform the functions of armored car personnel;
3. The requirements for the training and registration of armored car personnel;
4. The duties and responsibilities of armored car personnel;
5. Appropriate conduct and demeanor for armored car personnel
6. Developments in the history of armored cars;
7. The provisions of Federal Public Law 103-55;
8. The Provisions of Section 9.1-138 through 9.1-150 of the Code of Virginia;
9. The procedures required of an armored car crew;
10. The requirements of the Federal Motor Carrier Safety Regulations;
11. The safety issues involved in the protection of the assets;
12. The procedures to be followed in emergency and threat situations;
13. The indicators of suspicious persons and actions;
14. The principles of officer safety;
15. The basics of self defense procedures;
16. The procedures for establishing terminal and vault security;
17. The procedures to be followed during an attempted holdup or hijacking;
18. The procedures for entering and exiting the armored car;
19. The steps in preparing for duty;
20. Report writing principles;

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21. The procedures for preparing schedules and routes;
22. The procedures used in the vault;
23. The procedures used to load the armored car;
24. The procedures at the close of duty;
25. Safe driving practices;
26. Proper positioning of the armored vehicle;
27. The procedures to be followed in the event of a traffic accident.
28. Additionally, if handgun and shotgun are included as part of the curriculum, the applicable learning objectives will apply.

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SECURITY CANINE HANDLER (04E)
12 hours

Complete entry level training requirements pursuant to Article 3 (6 VAC 20-171-430 et seq.) of this part.

A. Prerequisites for security canine handler entry level (official documentation required):

- 1. Successful completion of the security officer core subjects curriculum—18 hours; and**
- 2. Successful completion of basic obedience training.**

B. Following successful completion of the above prerequisites, each security canine handler must also comply with the following requirements:

- 1. Demonstration of proficiency. The student must demonstrate his proficiency in the handling of a security canine to satisfy the minimum standards.--2 hours**
- 2. Evaluation by a certified private security canine handler instructor and basic obedience retraining**

Instructor assesses:

- Performance according to Evaluation Form
- General Physical Condition of Security Dog
- Aggression Level
- Retraining on elements required by evaluation

First instance, also documentation of basic obedience training for each security dog; subsequent dogs may be obedience trained by the registered security canine handler.

3. Security canine handler orientation/legal authority--4 hours

- A. Code of Virginia
- B. Regulations Relating to Private Security Services
- C. Legal Liability
- D. Use of Force
- E. Medical Care
- F. Training Techniques

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G. Record Keeping

4. Canine patrol techniques--6 hours

A. Equipment

B. Patrolling

C. Practical Exercises

5. Written examination

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SECURITY CANINE HANDLER (04E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises, in accordance with the instruction provided:

1. Proficiency in the handling of a security canine;
2. Basic obedience performance of the handler and security canine;
3. Good physical condition of the security canine;
4. Provisions relating to security canines and handlers in the Code of Virginia;
5. The provisions of the federal law pertaining to security canines and handlers;
6. The requirements and procedures for registration as a security canine handler;
7. The duties and responsibilities of a security canine handler;
8. The prohibited acts and sanctions;
9. The traits and skills required to be a security canine handler;
10. The civil and criminal liability involved with the utilization of a security canine;
11. The use of force continuum and the place of a security canine in that process;
12. The historical uses of security canines;
13. The proper medical care procedures for security canines;
14. The anatomical parts of the security canine;
15. The bones of the security canine;
16. The major health hazards of the security canine;
17. Security canine training techniques;
18. Daily training exercises for the security canine handler and the security canine;
19. The techniques utilizing security canines;
20. Equipment utilized to training security canines;
21. Equipment utilized on duty;

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- 22. Patrolling techniques with the security canine;
- 23. Proper techniques to be utilized in the search of buildings, of a person, of a vehicle, and of an outdoor area;
- 24. The precautions to be observed in dealing with children, in residential areas, when meeting other animals;
- 25. Safety issues of concern when working with a security canine;
- 26. Proper techniques for maintenance of proficiency of the security canine and the security canine handler.

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PRIVATE INVESTIGATOR (02E)
60 hours

It is vital to set the stage in this initial training session and communicate a pragmatic and realistic approach to the overall course of study. It should be emphasized that this field of investigation is not as depicted on television and movie productions. The individual entering this field should have a firm commitment to the ethical standards promoted as well as demonstrate a strong professional attitude towards accuracy, fairness, and the ability to get along with people. This module includes the following topics as the minimum training standard and requires copies of the following be furnished to the student: the Code of Virginia, sections 9.1-138 through 9.1-150.4, the current Private Security Code of Ethics, and the current Virginia Regulations Relating to Private Security Services, 6 VAC 20-171.

I. Orientation: applicable sections of the Code of Virginia; Administrative Code 6VAC 20-171; standards of professional conduct; and ethics - 6 hours.

- A. Ethical Standards and the Code of Ethics
- B. Professionalism
- C. Misrepresentation and Bias
- D. Awareness of Professional Associations
- E. Honest Reporting
- F. Fair and Accurate Testimony
- G. Conflicts of Interest
- H. Employer/Employee Ethical Relationship
- I. Confidentiality
- J. Information Protection, Confidentiality, and Discretion Requirements
- K. Sound Business Practices
- L. Code of Virginia, Sections 9.1-138 through 9.1-150.4
- M. Regulations Relating to Private Security Services, 6 VAC 20-171
 - 1. Definitions
 - 2. Licensing Procedures and Requirements
 - 3. Registration Procedures and Requirements

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4. Renewal of Licenses and Registrations
5. Compulsory Minimum Training Standards
6. Standards of Practice and Prohibited Acts
7. Attendance and Administrative Requirements
8. Administrative Reviews, Complaints, Procedures, and Responsibilities

II. Law: basic law; legal procedures and due process; civil law; criminal law; evidence; and legal privacy requirements - 16 hours plus one practical exercise.

The modules contained in this section must be continually updated to ensure legislative changes and amendments to the existing criminal codes on both the federal and state levels.

A. Basic Law

1. Knowledge of State and Federal Courts
2. Legal terminology and definitions
3. Purpose and function of law
4. US Constitution—Bill of Rights
5. Distinguish b/t private investigator and law enforcement
6. Limitations and liability
7. Reciprocity agreements with other states
8. Magistrates and courts
9. Felony vs. misdemeanor

B. Legal Procedures and Due process

1. Probable cause
2. Warrants
3. Arrests
4. bail
5. Magistrates

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6. Courts
7. hearings
8. trials
9. pre-sentencing investigations
10. sentencing
11. appeals
12. Grand Jury
 - a. Information(s)
 - b. Indictments
 - c. True Bills

C. Civil Law

1. Civil Court System
 - a. Federal
 - b. State
 - c. Local Jurisdiction
2. Definitions
3. Civil Judicial Procedures
4. Proof Required for Civil Matters
5. Motions
6. Pleadings
7. Civil Warrants
8. Discovery, depositions, and testimony
9. Trial
10. Torts
 - a. Definitions

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

- b. Strict Liability
- c. Intentional
- d. Negligence

11. Remedies

12. Contracts

13. Appeals

14. Business Entities

- a. Sole Proprietorship
- b. Partnership
- c. Corporation

15. Service of Process

16. Investigating Civil Cases

D. Criminal Law

- 1. Criminal Court System: State and Federal
- 2. Legal Authority and Related Issues
- 3. Liability Concerns of the Private Investigator
- 4. Definitions / Interpretations
 - a. Spirit of the Law vs. Letter of the Law
 - b. Corpus Delicti
 - c. Prima Facie
 - d. Nolo Contendere
 - e. Other important terms
- 5. Purpose and Function of Law
- 6. History of the Law
- 7. Constitutional Safeguards

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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a. United States Constitution

- 1) Articles I through III
- 2) Bill of Rights
- 3) Fourteenth Amendment

b. Virginia Constitution

8. Criminal Procedures

a. Police Functions

- 1) Warrants
- 2) Arrests
- 3) Search & Seizure

b. Private Investigator Functions

- 1) Discussion of Limitations
- 2) Legal Restraints

9. Classification of Crimes

- a. Misdemeanors
- b. Felonies
- c. Major Felonies in Virginia

10. Crimes Investigated by Private Investigators

- a. Embezzlement
- b. Forgery
- c. Uttering
- d. Fraud
- e. Assault / Battery
- f. Abduction / Missing Persons
- g. Bribery

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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11. Elements of crime – Code of VA §18.2

- a. Elements
- b. Intent
- c. Principals
- d. Accessories

E. Evidence

- 1. Definition of Evidence
- 2. Rules
- 3. Types
- 4. Requirements
- 5. Standards of Proof
- 6. Admissibility of Evidence
- 7. Hearsay Rules
- 8. Exclusionary Rule
- 9. Exculpatory Evidence
- 10. Integrity of Evidence
 - a. Protection of Scene
 - b. Sketches
 - c. Photographs
 - d. Notes
 - e. Collection
 - f. Handling and Packaging
 - g. Chain of Custody
 - h. Storage Requirements

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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11. Courtroom Presentations

F. Legal Privacy Requirements

1. Federal and State Laws
2. Privileged Communication
3. Privacy Act
4. Freedom of Information Act
5. Fair Credit Reporting Act
6. Wiretapping law
7. Fair Debt Collection Act
8. Gramm-Leach-Bliley Act
9. Public Records Act
10. Employment laws

III. General Investigative Skills, Tools and Techniques: surveillance; research; and interviewing - 16 hours plus one practical exercise.

Students should be exposed to the wide array of skills and techniques utilized in the investigative field. Emphasis must be placed on general investigative skill development that will be necessary to function at a professional level.

A. General Skill Development

1. Importance of Investigative Documentation – brief (will be covered in Documentation)
2. Forensic Science – Overview
 - a. Questioned Documents
 - b. Fingerprints
 - c. Impressions
 - d. DNA and other Body Fluids
 - e. Evidence – General and Other

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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- (1) Authentication and Documentation
- (2) Collection and Preservation
- (3) Evidence Storage
- (4) Chain of Custody Requirements
- (5) Testimony

3. Truth Verification

- a. Polygraph – Overview and Use Requirements
 - (1) Regulated by State Law
 - (2) Regulated by Federal Law
- b. Voice Stress Analyzer
- c. Other

4. Computer skills

- a. Research
- b. Word-processing

B. Surveillance

1. Methods

- a. Covert
- b. Overt

2. Types

- a. Fixed
- b. Mobile
- c. Foot

3. Techniques

4. Types of equipment

5. Law enforcement and citizen relations

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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C. Interviewing

1. Interrogations vs. Interviews
 - a. Establishing Rapport
 - b. Locations and Setting
 - 1) Private or Public
 - 2) Their Office vs. Yours
 - 3) Distractions
 - 4) Parties Present
 - c. Length
 - 1) Break Requests
 - 2) Duress potential
 - 3) Abuse Defense
 - d. Parties
 - 1) Presence of Others
 - 2) Single Person
2. Interviewing Styles
 - a. Body Language
 - b. Personalities
 - c. Specialized
3. Types of Interviewees
 - a. Hostile
 - b. Reluctant
 - c. Suspects
 - d. Juvenile
4. Allowable Recordings – Administrative Requirements

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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- a. Interception of Communications
- b. Two-Party States vs. Consensual Monitoring
- 5. Questions
- 6. Listening
- 7. Evaluating Deception
- 8. Signed Statements – Administrative Requirements
- 9. Confessions
- 10. Reporting

D. Research

- 1. Methods
- 2. Sources of Information
 - a. Public Record Sources
 - b. Automated Record Sources
 - c. Private Information Sources
 - d. Forensic Examination

IV. Documentation: Report preparations; photography; audio recording; general communication; and courtroom testimony - 8 hours plus one practical exercise.

The collecting and reporting of information requires thorough knowledge of privacy and protected information. It is incumbent upon the instructor to provide sufficient training in this area and to impress upon the students that it is his/her responsibility to keep abreast of changes and modifications in guidelines for obtaining and disseminating all forms of information. Accuracy, fairness, and facts versus opinions must be stressed in this module to insure compliance with federal and state privacy requirements.

A. Communication Skills – Oral and Written

- 1. Progress Reports/Updates/Follow-up
- 2. Instructions and Expectations
- 3. Chain of Command
- 4. Reporting Problems

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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5. Obtaining Current Case File Information

B. Photography

- a. Still
- b. Motion
- c. Video Techniques

C. Note Taking

D. Logs and Reports

E. Developing and Using Specialized Collection/Reporting Forms

F. Invoicing

G. Audio Recordings

H. Retaining Records Related to Investigation

I. Compilation of Data

J. Reports

- 1. Types of Reports
- 2. Purpose
- 3. Formats
- 4. Writing the Report (cover Fact vs. Opinion)
- 5. Assembling
- 6. Editing

G. Testimony in Court

H. Discretion – Safeguarding Information

I. Administrative Responsibilities

- 1. Fact vs. Opinion
- 2. Fairness and Accuracy

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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3. Effect on Others
4. Liability Issues
- V. **Types of investigations: accident; insurance; background; domestic; undercover; fraud and financial; missing persons and property; and criminal - 14 hours plus one practical exercise.**
 - A. Specialized Research
 - B. Fraud and financial
 - C. Background Investigation
 - D. Domestic Relations Investigations
 1. Child/Elderly/Spousal Abuse
 2. Custody
 3. Divorce
 4. Mental/Physical/Emotional/Sexual Abuse
 5. Paternity/Genealogy
 - D. Accident Investigation
 1. Vehicles
 2. Fire/Explosions
 3. Vandalism
 - E. Undercover Investigations
 1. Impersonations and Regulations
 2. Pretext/Cover Requirements
 - F. Locating Techniques
 1. Missing Persons
 2. Heirs
 3. Adoptions
 4. Skip Tracing

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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5. Collections

6. Witnesses

G. Insurance Investigations

1. Personal Injury

2. Worker's Compensation

3. Negligence/Liability

4. Due Diligence

5. Fraud

H. Corporate Investigations

1. Human Resources Investigations

a. Civil Rights

b. Sexual Harassment

c. Age Discrimination

d. Rights of the Disabled

2. Specialized

a. Assets / Buyouts

b. Environmental

c. Sabotage / Problem Employee

d. Drug-Free Workplace Testing/Monitoring

e. Competition Agreement Violations

f. Loss Prevention/Theft/EEOC Violations

I. Public Defender and Court Advocate Investigations

K. Other

VI. **Written comprehensive examination.**

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

PRIVATE INVESTIGATOR (02E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises in accordance with the instruction provided:

1. The ethical standards required of private investigators in Virginia;
2. The sections of the Regulations Relating to Private Security Services which relate to Private Security Services Businesses and the duties and responsibilities of a private investigator;
3. The definition of a private investigator as specified in § 9.1-138;
4. The differences among the legal forms of a private security services business, e.g. sole proprietorship, corporation, partnership;
5. The procedure to be utilized to obtain a Private Security Services business license;
6. The provisions of the Freedom of Information Act;
7. The provisions of the Privacy Act of 1974;
8. The provisions of the Federal Wiretapping Law;
9. The provisions of the Fair Credit Reporting Act;
10. The requirements of investigative notes and original notes to be used as evidence;
11. The principles of writing an investigative report;
12. Skill in collecting, gathering, and reporting of information, data, and record searches during the investigative process;
13. The ability to articulate fundamental skills in oral and written communications;
14. Components of basic automated record searches and the types of information which may be obtained from each, the administrative requirements for protection, and any restriction placed on these records such as criminal history records, credit reports, motor vehicle records and other records;
15. The use of at least four automated record sources;
16. Virginia regulations and requirements for the dissemination of investigative information;
17. The difference between fact and opinion in the context of investigative reports;
18. The importance of investigative documentation;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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19. A basic working knowledge of each of the investigative techniques covered in this session;
20. Types of surveillance, legal restrictions, surveillance techniques, and use of logs;
21. The differences and uses of surveillance photography, traffic and scene photography, and video photography;
22. Elements of photography to include lens, camera and film selection;
23. The ways in which photography may aid the investigative process;
24. The principles of evidence including the recording, collecting, storing, and chain of custody as related to questioned document, fingerprint, and trace evidence;
25. What constitutes evidence;
26. The collection, custody and reporting of evidence relevant to an investigation;
27. The use of investigative tools, including the polygraph, voice stress analyzer, laser, and sketching tools, and their limitations in the court room;
28. Conduct an in-depth background investigation;
29. The proper techniques to be utilized in conducting a domestic investigation;
30. The proper techniques utilized to conduct a corporate investigation;
31. The public and private sources of information;
32. Proper procedures for the conduct of investigative research;
33. The proper techniques utilized to conduct a custody investigation;
34. The legal aspects, qualifications and requirements for an undercover investigation;
35. The planning and implementation of an undercover operation;
36. The principles and techniques of interviewing;
37. The principles and techniques of interrogation;
38. The differences between interviewing and interrogation;
39. Demonstrate varying interviewing techniques;
40. The conditions under which the recording of conversation is permissible or allowable;
41. The principles and federal and state requirements for the interception of communications and consensual monitoring;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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42. The taking of a signed statement during an interview or confession in compliance with the legal and administrative requirements imposed upon the investigator;
43. The types of law and their history;
44. The difference between the letter of the law and the spirit of the law;
45. The Constitution, the Bill of Rights, and the safeguards associated with the first, second, fourth, fifth, sixth, eighth and fourteenth amendments;
46. The difference between a felony and a misdemeanor crime;
47. The classifications of crimes under Virginia law;
48. Police functions such as search warrants, arrest, probable cause, and evidence in criminal cases;
49. The levels of the Virginia Court System;
50. The jurisdiction of each of the Court levels;
51. "Corpus delicti";
52. The elements of a crime;
53. The rules of evidence and the administrative requirements from the finding of the evidence until the final disposition of the case;
54. The proper procedures for the investigation of specific types of crimes, e.g. embezzlement, uttering, forgery, and a serious crime generally investigated by law enforcement;
55. The differences between civil law and criminal law and the standards of proof required for each;
56. The criminal rules of evidence to include chain of custody, probable cause, and proof beyond a reasonable doubt;
57. The civil rules of evidence to include chain of custody, clear and convincing proof, and preponderance of the evidence;
58. The civil court system on the federal, state and local levels;
59. Definition of civil law and explain the difference between civil law and criminal law;
60. Identify judicial procedure as it relates to civil proceedings from the filing of a lawsuit to its final disposition;
61. The definition of tort and identify the types of torts;
62. The civil rules of evidence;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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- 63. The procedures for the service of process in Virginia;
- 64. The procedures for the service of federal process;
- 65. How service of process relates to the duties of a private investigator;
- 66. The administrative and legal requirements for valid service of process;
- 67. The legal requirements for a valid contract and the remedies available for breach of contract;
- 68. The ability to conduct an in-depth investigation of a domestic case to include the evidence, administrative, and legal requirements associated with divorce, child custody, sexual abuse investigation, and an embezzlement case;
- 69. Public and private sources of records and the civil & criminal requirements for privacy, discretion, confidentiality, and protection of information.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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PERSONAL PROTECTION SPECIALIST (32E)

60 Hours

I. Administration and personal protection orientation -- 3 hours

A. Introduction

1. Job Description
 - a. Overview
 - b. Requirements
 - c. Duties & Responsibilities
2. Protective Philosophy
3. Proactive versus Reactive Operation

B. Conduct and Ethics

1. Professionalism and Integrity
2. Confidentiality
3. Client Selection and Conduct
4. Public Image
5. Cost Factors

C. Physical and Mental Preparation

1. Nutrition, Exercise, Rest
2. Career Challenges
3. New Reactive Priorities
4. Preparing Mentally for Protective Assignment

II. Applicable sections of the Code of Virginia and DCJS regulations -- 1 hour

- A. § 9.1-138 through § 9.1-150 of the Code of Virginia
- B. 6 VAC 20-171, Regulations Relating to Private Security Services
- C. Limits of Authority

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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D. Weapons Issues and the Law

E. Review of Other Laws Pertinent to the Personal Protection Specialist

III. Assessment of threat and protectee vulnerability -- 8 hours

A. Specific Threat Analysis

1. Target Selection Methodology
 - a. Types of Threats
 - b. Motivation for Attack
2. Target Pinpointing through Surveillance
 - a. Effect of Attack
 - b. Accessibility
 - c. Vulnerability
 - d. Critical Need
 - e. Risk to Attacker

3. Intelligence Gathering by Attackers

B. Abduction and Assassination Studies

1. Specific Public and Private Cases
2. Methods of Surveillance and Target Study
3. Methods of Attack and Ambush
4. Failure Analysis

C. Surveillance Detection

1. Value of Detection
2. How to Spot Surveillance
 - a. Observation and Awareness
 - b. Collecting and Reporting Information Developed

D. Predictability Avoidance

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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1. Route Planning
 2. Schedule Variance
 3. Daily Routine
 4. Travel and Movement
- E. Destructive Techniques and Ambush Scenarios
1. Introduction to Explosives
 2. Typical Bomb Attacks
 3. Ambush Location Evaluation
 4. Threat and Assault Realities
 5. Bomb Incident Management
- F. Intelligence Gathering
1. Law Enforcement Liaison
 2. Federal Agency Liaison
 3. Corporate Information Sources
 4. Public Information

IV. Legal authority and civil law -- 8 hours

- A. Personal Protection Specialist Actions: The Constitution and the Bill of Rights
1. First Amendment
 - a. Dealing with the Press
 - b. Dealing with the Public
 2. Fourth Amendment
 3. Fifth Amendment
 4. Sixth Amendment
 5. Eight Amendment
- B. Civil Law

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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C. Criminal Law

D. Use of Force Guidelines

1. Levels of Force
2. Deadly Force
 - a. Ability
 - b. Opportunity
 - c. Jeopardy
3. Self Defense
4. Practical Alternatives and Diversions
5. Defensive Alternatives and Diversions
6. Cover and Evacuate
7. Primary Response to Protectee

E. Statutory Law

1. Review of Criminal Statutes
2. How These Laws Relate to the Personal Protection Specialist
3. Cooperation with Local Law Enforcement

F. Labor Law Issues

1. Employment Law
2. Labor Situations
3. Importance to the Personal Protection Specialist

V. Protective detail operations -- 28 hours

A. Security Advances

1. Pre-departure Preparations
2. Lodging Accommodations
3. Transportation Coordination

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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4. Specific Site Surveys
 5. Coordination of Emergency Services and Local Intelligence
 - a. Law Enforcement
 - b. Fire and Rescue
 - c. Hospital
 6. International Travel Preparation
 - a. Border Issues
 - b. Health Issues
 - c. Cultural Issues
 - d. Protocol Issues
 - e. Terrorist Activity
 7. Detail Briefing
 - a. Major Contact Names and Numbers
 - b. Facility Floor Plans
 - c. Itineraries and Schedules
 - d. Post Assignments and Positioning
 - e. Emergency Plans
 8. Practical Advance Survey Exercises
- B. Protective Detail Organization
1. Personnel Selection
 2. Special Training
 3. Protective Equipment
 4. Policy and Protective Procedures
- C. Personal Protection Specialist Daily Operations
1. Understanding Overall Objectives

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

- a. Intentional Injury
 - b. Unintentional Injury
 - c. Embarrassment
2. Formations, Positioning, Motorcades
 - a. High Profile
 - b. Low Profile
3. Types of Post Assignments
 - a. Interior
 - b. Perimeter
 - c. Checkpoint
 - d. Surveillance
4. Emergency Reaction Guidelines
 - a. Cover and Evacuate
 - b. Individual Tasking
5. Command Post Procedures
 - a. Vehicle Coordination
 - b. Manpower Coordination
 - c. Equipment Coordination
6. Vehicular Movements
 - a. Limousine and Follow Car
 - b. Larger Motorcades
7. Air Travel
 - a. Commercial Flight
 - b. Private and Charter
8. Varying Environments and Social Settings

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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- a. Business
 - b. Recreational
 - c. Family
 - d. Media Attention
 - e. Crowds and Special Events
9. Protective Courtesies
- a. Familiarity with Protectee and Family
 - b. Spacing and Interaction
 - c. Professional Demeanor and Image

D. Practical Protection Exercises

- 1. Assault and Ambush Scenarios
- 2. Non-violent Confrontations
- 3. No Conflict Scenarios

VI. Emergency procedures -- 12 hours

A. Cardiopulmonary Resuscitation (CPR) 4 hours

All major areas to be instructed by a certified CPR instructor and tested through practical exercises and written examinations. Students must pass both practical and written examination as required for CPR certification.

B. Emergency First Aid 4 hours

The American Red Cross course. "Standard First Aid" consists of the following principal areas: rescue breathing, shock treatment/prevention, treating bleeding wounds, broken bones, burns, diabetes emergencies, seizures, heat and hypothermia emergencies.

C. Emergency Evacuation

- 1. Emergency Evacuation/Reaction Planning
 - a. Prior reconnaissance of travel routes, places and facilities to be visited
 - (1) Primary evacuation route for each location
 - (2) Alternate evacuation route(s)

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(3) Identification of alternate/emergency travel routes and modes

b. Responses to Emergency Situations

2. Continuous Situational Analysis

D. Emergency Relocation

1. Advance Site Selection

2. Location Options

3. Information Security

4. Security Procedures

5. Evacuation

(1) CPR

(2) Emergency first aid

(3) Defensive preparedness

VII. Performance evaluation -- Five practical exercises

VIII. Written examination

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

PERSONAL PROTECTION SPECIALIST (32E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises, in accordance with the instruction provided:

1. The sections of the Code of Virginia which relate to the duties and responsibilities of a personal protection specialist (PPS) in the Commonwealth of Virginia;
2. The sections of the Regulations Relating to Private Security Services which relate to Private Security Services Businesses and the duties and responsibilities of a Personal Protection Specialist;
3. Definition of a Personal Protection Specialist as specified in § 9.1-138;
4. The ethical standards required of Personal Protection Specialist's in Virginia;
5. The limits of authority of the Personal Protection Specialist;
6. The procedure to be utilized to obtain a Private Security Services registration as a Personal Protection Specialist;
7. The issues and legal consequences of carrying a firearm;
8. Other laws pertinent to the role of the Personal Protection Specialist;
9. The principles of the protective philosophy;
10. The differences between proactive and reactive operation;
11. The elements of conduct and ethics directly applicable to the role of the Personal Protection Specialist;
12. The requirements for Personal Protection Specialist physical stamina;
13. The elements of the mental preparation for the Personal Protection Specialist;
14. The elements of specific threat analysis;
15. Analyze specific abduction and assassination studies;
16. The principles of surveillance detection;
17. The proper predictability avoidance;
18. Destructive techniques utilized by attackers;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
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19. Evaluate potential ambush locations;
20. The sources and proper means of intelligence gathering;
21. The provisions of the US Constitution and Bill of Rights;
22. The issues of civil law affecting a Personal Protection Specialist;
23. The issues of criminal law affecting a Personal Protection Specialist;
24. The legal and practical considerations relating to the use of force;
25. Criminal statutes relating to the Personal Protection Specialist;
26. The preparations required for a security advance;
27. Proper security advance work;
28. The principles of protective detail organization;
29. Protective equipment requirements;
30. Appropriate policy and protective procedures;
31. The overall objectives of the operation scenario;
32. The principles of positioning;
33. The types of post assignments;
34. The guidelines for “cover and evacuate”;
35. Guidelines for the individual’s role under emergency situations;
36. Appropriate reaction to an emergency situation;
37. The elements of proper command post procedures;
38. Proper movement of vehicles;
39. The proper procedures for airline travel;
40. Proper deportment in specific environments and social settings;
41. Proper protective courtesies;
42. Proper response to assault and ambush scenarios;
43. Proper response to non-violent confrontations;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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- 44. Proper response to no-conflict scenarios;
- 45. Proper organization of a protective detail;
- 46. Proper emergency reaction scenario;
- 47. Appropriate responses to emergency situations;
- 48. The proper planning procedures for emergency evacuation;
- 49. The preparations required for emergency relocation;
- 50. The principal areas of first aid and the appropriate emergency treatment;
- 51. Become Cardiopulmonary Resuscitation (CPR) certified.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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ELECTRONIC SECURITY SUBJECTS (30E)

4 Hours

This course is required for central station dispatcher, electronic security sales representative, electronic security technician and electronic security technician's assistant.

I. Administration and orientation to private security -- 1 hour

- A. Introduction
- B. Electronic Security within Private Security Services
- C. Role of Electronic Security Personnel
- D. Ethics and Conduct
- E. Confidentiality

II. Applicable sections of the Code of Virginia and DCJS regulations -- 1 hour

- A. Code of Virginia – Sections 9.1-138 through 9.1-150 and
- B. Virginia Regulations Relating to Private Security
 - 1. Private Security Services Businesses
 - 2. Training Requirements
 - 3. Registration Procedures
 - 4. Duties and Responsibilities
 - 5. Prohibited Acts
 - 6. Sanctions

III. Overview of electronic security -- 1 hour

- A. Skills Required
- B. Types of Electronic Security Systems
- C. Electronic Security Equipment
- D. Operations of Systems
- E. Interaction with Law Enforcement

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

IV. False alarm prevention -- 1 hour

A. Causes of False Alarms

1. Faulty Installation
2. End User Error
3. Improper Maintenance
4. Other

B. Importance of End User Instruction

C. False Alarm Management

D. Local Ordinances

E. General Prevention Techniques

E. Verification

V. Written examination

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ELECTRONIC SECURITY SUBJECTS (30E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises, in accordance with the instruction provided:

1. The sectors of the private security industry;
2. The skills necessary for personnel in electronic security;
3. The ethical and legal obligations pertaining to confidentiality;
4. Methods to deliver professional services to end users;
5. The provisions of the Code of Virginia pertaining to Private Security Services
6. The requirements and procedures for registration;
7. The duties and responsibilities of private security employees;
8. The prohibited acts and sanctions;
9. The types of electronic security systems, their operation and procedures for use;
10. The proper maintenance procedures for operational equipment;
11. The proper procedures for interaction with law enforcement;
12. The causes of false alarms;
13. Reasons for end user instruction on alarm system operation and testing;
14. General false alarm prevention techniques;
15. Procedures for alarms required by local jurisdiction ordinances.
16. The causes of false alarms resulting from faulty installation;
17. Proper procedures which may be utilized to prevent false alarms;
18. The steps in the proper installation of the system which will prevent false alarms;
19. The steps in the proper maintenance of the system which will prevent false alarms;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

CENTRAL STATION DISPATCHER SUBJECTS (38E)

4 Hours

I. Duties and responsibilities

- A. Introduction
- B. Skills and Requirements
- C. Role of the Central Station Dispatcher
- D. Ethics and Conduct
- E. Liability
- F. Central Station Requirements of Local Ordinances
- G. Verification of Alarm

II. Communications skills

- A. Interpersonal Communications
- B. Telephone and Radio Communications
- C. Dealing with Clients under Stress
- D. Interaction with Public Safety Agencies

III. Emergency procedures

IV. Written examination

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

CENTRAL STATION DISPATCHER (38E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises, in accordance with the instruction provided:

1. The general components of alarm monitoring operations;
2. The skills required to function as a Central Station Dispatcher;
3. The requirements for the training and registration of a Central Station Dispatcher;
4. The duties and responsibilities of a Central Station Dispatcher;
5. The equipment and testing procedures utilized in the central station;
6. Alarm receivers, their operation and procedures for use;
7. The central station telephone system, its operation and procedures for use;
8. The proper maintenance procedures for operational equipment;
9. The central station automation system, its operation and procedures for use;
10. The entry of data into the automated system;
11. The steps required to research, compile and relay alarm history information;
12. The procedures for assisting technicians in the installation, servicing and testing of alarm systems;
13. Procedures for dealing with the failure of central station systems;
14. The procedures utilized to ascertain the identity of the client, key holder, or designated contact person;
15. The ethical and legal obligations pertaining to confidentiality;
16. Terms relating to the legal issues involved in the monitoring of alarm systems;
17. All elements of the communications cycle;
18. The importance and use of clear diction and proper pronunciation;
19. The need to refrain from “technical” language in discussions;
20. The general procedures for notification of key holders or contact persons;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

21. The procedures for verification of an alarm;
22. The difference between inferences and fact;
23. The causes of stress, bodily reactions, and methods utilized to control stress;
24. The procedures for relay of information to a “911” or other emergency services center;
25. Successful techniques to be utilized to instruct end users in the proper operation of their alarm systems;
26. The requirements of local ordinances applicable to Central Station Dispatchers.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ELECTRONIC SECURITY SALES SUBJECTS (39E)

4 Hours

I. Duties and responsibilities

- A. Introduction
- B. Skills and Requirements
- C. Role of the Electronic Security Sales Representative
- D. Ethics and Conduct
- E. Liability
- F. Professional Presentation
- G. Electronic Security System
 - 1. Functions and Limitations
 - 2. Options
 - 3. Monitoring Procedure
 - 4. Notification List
 - 5. Response
- H. Providing Instruction on Use and Testing of System

II. System design/components

- A. Basic Electronics
- B. Basic Protection
- C. Power Requirements
- D. Documentation
- E. Control Panels
- F. Alarm Communications
- G. Motion Detection
- H. Perimeter Detection

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

III. False alarm prevention

- A. Sales Process Causes of False Alarms
- B. Importance of Proper End User Instructions
- C. Sales False Alarm Prevention Techniques
- D. Local Ordinances

IV. Written examination

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ELECTRONIC SECURITY SALES REPRESENTATIVE (39E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises in accordance with the instruction provided:

1. The role of an Electronic Security (ES) Sales Representative;
2. The skills required to function as an Electronic Security Sales Representative;
3. The requirements for the training and registration of an Electronic Security Sales Representative;
4. The duties and responsibilities of an Electronic Security Sales Representative;
5. The legal and ethical obligations pertaining to an Electronic Security Sales Representative;
6. Proper professional conduct for an Electronic Security Sales Representative;
7. The principles to be followed to instruct the end user on the use and testing of the alarm system;
8. Technical terms and their definitions;
9. The criminal and civil liability pertaining to an Electronic Security Sales Representative;
10. The elements of making a professional sales presentation;
11. Demonstrate a professional sales presentation;
12. The functions of an electronic security system;
13. The limitations of an electronic security system;
15. The monitoring procedure that will apply to the system;
16. The important considerations in determining those to be placed on the notification list;
17. The steps which will be followed in response to an alarm;
18. The law enforcement response to an alarm;
19. The principles of basic electronics;
20. The elements of basic protection;
21. The power requirements for an alarm system;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

22. The documentation required for an alarm system procedures;
23. The types of control panels and their uses;
24. The process of alarm communications;
25. A motion detector and its use;
26. Perimeter protection and its usage;
27. The causes of false alarms resulting from the sales process;
28. Proper procedures which may be utilized to prevent false alarms;
28. The causes of false alarms resulting from end user error;
29. The methods the Electronic Security Sales Representative can utilize to help avoid end user error;
30. The requirements of local ordinances applicable to the sale, installation and maintenance of electronic security systems.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ELECTRONIC SECURITY TECHNICIAN (35E)

10 Hours

I. Duties and responsibilities

- A. Introduction
- B. Skills and Requirements
- C. Role of the Electronic Security Technician
- D. Ethics, Conduct and Liability
- E. Providing Instruction on Use and Testing of System
- F. Prevention of False Alarms through Proper Installation and Maintenance

II. Electronics

- A. Technical Terms and Definitions
- B. Electricity
- C. Electronic Components
- D. Ohms Law
- E. Electronic Circuits
- F. Power Sources
- G. Transformers
- H. Additional Basic Principles

III. Control panels

- A. Use and Types
- B. General Features
- C. Location
- D. Connection to Telephone Lines
- E. Interfaces
- F. Installation Standards

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

IV. Protection devices and application

- A. Intrusion
- B. Access
- C. Surveillance
- D. Other Equipment and Devices

V. Test equipment

- A. Volt Ohm Meter
- B. Telephone Butt Sets
- C. Other Available Testing Practices and Equipment

VI. Power and grounding

- A. Power
 - 1. Sources
 - 2. Requirements
- B. Grounding
 - 1. National Electrical Code 250
 - 2. Types of Grounds
 - 3. Requirements

VII. National electrical code

VIII. Job safety

- A. Technician Safety
- B. Safe Use of Tools and Equipment
- C. OSHA Requirements

IX. Written examination

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ELECTRONIC SECURITY TECHNICIAN (35E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises in accordance with the instruction provided:

1. The role of an electronic security (ES) technician;
2. The skills required to function as an Electronic Security Technician;
3. The requirements for the training and registration of an Electronic Security Technician;
4. The duties and responsibilities of an Electronic Security Technician;
5. The legal and ethical obligations pertaining to an Electronic Security Technician;
6. Proper professional conduct for an Electronic Security Technician;
7. The principles to be followed to instruct the end user on the use and testing of the alarm system;
8. Technical terms and their definitions;
9. The principles of electricity;
10. Electronic components;
11. Ohm's law;
12. Electronic circuits;
13. Sources of power and their proper use;
14. Transformers and their use;
15. The types of control panels and their use;
16. The general features of a control panel;
17. The proper location for a control panel;
18. The proper connection of a control panel to the telephone lines;
19. The installation standards for a control panel;
20. The types of protection devices and their uses;
21. The types of testing equipment and their proper testing procedures;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

- 22. The sources of power;
- 23. The requirements for power;
- 24. The provisions of the National Electrical Code 250;
- 25. The types of grounds;
- 26. The requirements for grounding;
- 27. Safety principles to be practiced;
- 28. Applicable OSHA requirements;
- 31. The steps in the proper installation of the system which will prevent false alarms;
- 32. The steps in the proper maintenance of the system which will prevent false alarms;
- 34. The means the Electronic Security Technician can utilize to help avoid end user error;
- 35. The requirements of local ordinances applicable to the installation and maintenance of electronic security systems:

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

HANDGUN (07E)
14 hours

A. Handgun classroom training – 14 hours; 6 VAC 20-171-365

1. Introduction

- a. Requirements of Course and Qualification with a Handgun
- b. Handgun Certification must be renewed annually
- c. Handgun Certification is not authorization to carry a concealed weapon
- d. Firearms Terminology / Nomenclature
- e. Firearm Selection
- f. Ammunition

2. The proper care and maintenance of the firearm

3. Civil liability of the use of firearms

4. Criminal liability of the use of firearms

5. Firearms retention and storage

6. Deadly force

- a. Use of Deadly Force “Tennessee v. Garner 471 U.S. 1 (1985)”
- b. Jeopardy
- c. Preclusion
- d. Report of Deadly Force Incident
- e. “Nevers” of Deadly Force

7. Justifiable deadly force

8. Range safety

9. Principles of marksmanship

- a. Stance
- b. Trigger Control

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

- c. Grip
- d. Sight Alignment
- e. Sight Picture
- f. Point of Aim / Center of Mass
- g. Breathing
- h. Follow Through
- i. Proficiency
- j. Mechanical Failure
- k. Reloading

10. Practical firearms handling and safety

11. Judgmental shooting

12. Low level light shooting familiarization

B. Written Examination

C. Range qualification (no minimum hours)

D. Course: Virginia Private Security Course of Fire for Handguns.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

HANDGUN TRAINING (07E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination in accordance with the instruction provided:

1. The four court “tests” for the use of deadly force;
2. Define terms relating to firearms, i.e. nomenclature, functionality (single / double action);
3. Ammunition types which are suitable for private security use;
4. Proper handgun cleaning materials;
5. The most disruptive error in handgun shooting from a list;
6. The proper description of the principle of sight alignment;
7. The common cause of mechanical failures in both revolvers and semi-automatic firearms;
8. The Regulations regarding firearms endorsement;
9. That individuals must qualify with each type and caliber of firearm that they will carry.

Upon completion of this period of instruction, the student will demonstrate the following during practical exercises and on the range in accordance with the instruction provided:

10. Proper application of all six principles of marksmanship;
11. The proper methods of loading a revolver or semi-automatic handgun;
12. The proper method for reloading his handgun;
13. The proper technique for immediate action use of a revolver or semi-automatic handgun;
14. Safe handgun handling procedures;
15. Qualification on the Virginia Private Security Course of Fire for Handgun.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

SHOTGUN (08E)
2 hours

A. Shotgun classroom training – 2 hours; 6VAC20-171-380

1. Safe and proper use and handling of the shotgun;

- a. Safety Issues
- b. Duties and Responsibilities of Working with the Shotgun

2. Nomenclature;

3. Positions and combat loading techniques;

- a. High Port
- b. High Assault
- c. Sighting
- d. Combat Load

4. Decision-making for the officer with the shotgun

5. Transition from sidearm to shotgun;

6. Shotgun retention and proper use of a sling.

B. Range qualification (no minimum hours).

C. Course: Virginia Private Security Course of Fire for Shotguns.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

SHOTGUN (08E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly demonstrate the following during practical exercises and on the range in accordance with the instruction provided:

1. Techniques for the high port and high assault position;
2. Techniques for combat loading;
3. The number and caliber of pellets contained in a 2¾ inch 12 gauge shotgun shell;
4. The correct method of sighting and firing the shotgun;
5. Qualify on the Virginia Private Security Course of Fire for Shotgun.

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ADVANCED HANDGUN (09E)
24 hours

Advanced handgun training - required for the entry-level personal protection specialist who wishes to have a firearms endorsement and optional for other armed registrants. The entry-level handgun training is a prerequisite for taking the advanced handgun training.

A. Advanced handgun classroom training – 24 hours; 6VAC20-171-390

1. Introduction

- a. Duties and Responsibilities of the Personal Protection Specialist
- b. Decision-Making
- c. Appropriate Use of a Weapon
- d. Criteria for Selection of Appropriate Weapon
 - 1) Discretion
 - 2) Conceal ability
 - 3) Stopping Power
 - 4) Holster Selection
 - 5) Ammunition Selection
 - 6) Double-Action Only
- e. Nomenclature

2. Proper care of the weapon;

- a. Firearm Maintenance

3. Civil liability of the use of firearms;

- a. Civil Liability, Title 42 US Code Section 1983
- b. Statutory Violations, Code of Virginia
- c. Vicarious Liability
 - 1) To employers and supervisors
 - 2) To instructors

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

4. Criminal liability of the use of firearms;

- a. Criminal Liability, Title 18 US Code Section 242
- b. Statutory Violations, Code of Virginia
- c. Vicarious Liability
 - 1) To employers and supervisors
 - 2) To instructors

5. Weapons retention;

6. Deadly force;

- a. Deadly Force Defined
 - 1) Firearm is absolutely last resort to save LIFE, not property
 - 2) Ability, Opportunity, Jeopardy
 - 3) Reckless, Endangerment
 - 4) Deadly Force as it relates to other Levels of Force
- b. Specific “what if” examples for discussion
 - 1) Legal Consequences of the use of a firearm
 - 2) Moral Consequences of the use of a firearm
 - 3) Practical Consequences of the use of a firearm

7. Justifiable deadly force;

8. Range safety;

9. Practical firearms handling;

- a. General Safety Guidelines
 - 1) Safety at Home
 - 2) Safety on the Range
 - 3) Safety on Duty
 - 4) Safety during Maintenance

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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- b. Functioning of the Selected Weapon
 - 1) Revolver
 - a) Double vs. single action
 - b) Possible malfunctions and corrective actions
 - c) Weapon Maintenance
 - 2) Semi-automatic Pistol
 - a) Double vs. single action
 - b) Possible malfunctions and corrective actions
- c. Loading and Unloading
 - 1) Safe Situation
 - 2) Combat Situation

10. Principles of marksmanship; and

- a. Body Position – Standing Erect
- b. Grip – Acquired in the Holster
 - 1) Supported and Unsupported
 - 2) Strong Hand
 - 3) Weak Hand
- c. Draw from Hip Holster (Directional Draw Only)
 - 1) Straight Forward Motion
 - 2) Finger off Trigger until on Target
- d. Sight Alignment
- e. Sight Picture
- f. Trigger Control
- g. Breath Control
- h. Follow Through
- i. Safe Re-holster

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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11. Decision-making for the personal protection specialist.

A. Review of Personal Protection Specialist Operational Priorities

1. Protection of the protectee is usually best accomplished by cover and evacuation, NOT return fire
2. Review of remote circumstances that may necessitate deadly force within personal protection operations

B. Written examination required.

C. Range qualification (no minimum hours).

D. Course: Virginia Private Security Advanced Handgun Course of Fire.

Note: While this training is Optional, *it is MANDATED for Personal Protection Specialist registrants who will have access to a firearm during the course of their duties.*

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
Bold text is mandated in the Regulations.

ADVANCED HANDGUN (09E)

PERFORMANCE OBJECTIVES

Upon completion of this period of instruction, the student will correctly indicate the following on a written examination or demonstrate during practical exercises and on the range in accordance with the instruction provided:

1. Tactical, protection-related shooting skills;
2. Criteria for selection of weapon appropriate for personal protection services;
3. Define terms relating to firearms;
4. General safety guidelines on duty, off duty, and during maintenance;
5. The proper functioning of a revolver;
6. Correction processes for malfunctions of a revolver;
7. The proper functioning of a semi-automatic handgun;
8. Correction processes for malfunctions of a semi-automatic handgun;
9. Proper maintenance of a handgun;
10. Safe and proper loading and unloading a handgun;
11. Correct body position for the Personal Protection Specialist;
12. Proper grip acquired in the holster;
13. Proper draw from the holster;
14. The proper description of the principle of sight alignment;
15. The steps to proper sight picture;
16. Proper trigger control
17. Proper breath control;
18. Proper follow through and safe re-holster;
19. The principles for the protection of the principal;
20. The court "tests" for the use of deadly force;
21. The levels of force;

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
Topics in plain text are suggestions only.
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- 22. The legal consequences of the use of a firearm;
- 23. The moral consequences of the use of a firearm;
- 24. The practical consequences of the use of a firearm;
- 25. The meaning of vicarious liability;
- 26. Qualification on the Virginia Private Security Course of Fire for Personal Protection Specialist.